



The City of Covina



Located 25 miles east of Los Angeles, Covina was founded in 1886 and incorporated as a General Law City in 1901. Covina is home to approximately 49,565 people within its 6.8 square miles. Covina is a well balanced community with a successful blend of residential, retail, service and light manufacturing uses. The Covina Police Department is dedicated to providing the City with the highest quality of law enforcement service consistent with the desires of our residents as expressed through their elected representatives, the members of the City Council. There are 3 part-time Police Cadet positions in the department. There are 3 positions currently available.

The Position



A Police Cadet is responsible for performing a variety of routine functions for the Jail, Records, Evidence, and Detective Divisions of the Police Department in conjunction with a formal training program designed for career development into the law enforcement field as a Police Officer. Requires 20 hours/week and must be available to work evenings, weekends, and holidays. For the complete job description please visit our website at www.ci.covina.ca.us or call Human Resources at (626) 858-7221.

Education & Experience

Graduation from high school or GED; must be currently enrolled or within 3 months of employment enroll in a minimum of 12 semester units in a course of study leading to a degree related to law enforcement from an accredited college; must maintain at least a 2.0 G.P.A.; possess or have the ability to obtain a valid Class C California drivers license; and must also have the ability to type at least 25 nwpm. **In order to be considered for this position, a copy of a current typing certificate (no older than one (1) year) must be submitted with the City application.**

Compensation & Process



Salary: \$8.53—\$10.37 per hour

By reason of part-time status, such employees are not eligible for full-time benefits but are subject to deductions for Public Agency Retirement Services (PARS). The City does not participate in the Social Security System.

If you are interested in applying for this position, you must submit a City of Covina application to the Human Resources Department at 125 East College Street, Covina, CA 91723. You can call for an application at (626) 858-7221 or visit our website at www.ci.covina.ca.us.

All applicants will be reviewed for relevant education, experience and other job related qualifications. Those candidates possessing the most desirable and suitable qualifications will be invited to appear for a written examination. Those candidates successful in the written examination will be invited to appear for a Qualifications Appraisal Panel to establish an eligibility list. The top three candidates will be invited to interview with the appointing authority for final consideration. A background investigation and medical examination including a drug screening will be performed prior to final hiring. Failure during any phase of the selection process constitutes failure of the entire process.

The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice.

Tentative Recruitment Schedule

Week of

Applicant Screening

Written Exam

Oral Interview